



2019 Artist Application

Litchfield Pickers Market—Sunday, October 13, 2019: 9 AM – 3 PM
Spaces will be awarded on the week of September 23, 2019.

The Litchfield Pickers Market is an open-air market located off I-55 between Springfield, IL and St. Louis, MO. Typically this market specializes in vintage items (prior to 1980), antiques, collectibles, and refurbished vintage and antique items. However, October will be a special shopping extravaganza.

For **October only**, the Litchfield Pickers Market will be opening their doors to artisans and crafters. The market is open from 9 AM to 3 PM on Sunday, October 13, 2019 in downtown Litchfield, IL (400 North State Street), with vendor arrival from 6:30 AM to 7:30 AM. Please continue reading for rules and regulations.

*****Due to limited space, this is a juried art show. *****
Please note: animals are not permitted at the market.

Please read over the attached rules and regulations in their entirety, prior to applying. Any registration form not meeting the requirements will be returned to the applicant.

All applicants must submit the following:

1. Five images showcasing the type and quality of your work. Of the five, include one image of your booth display. Please write your name on each photo or cd. If you would like the images to be returned, please include a self-addressed stamped envelope that would fit all photographs. Photographs can also be e-mailed to: tourism@cityoflitchfieldil.com. Please be sure to include your name in each applicable e-mail.
2. Completed application (cannot be accepted via e-mail).
3. Application fee (must be check or money order)
4. Self-addressed, stamped envelope

Due to the high demand for space, booth space will be awarded based on technical expertise, salability, originality, and variety.

Rules and Regulation:

To register for the Litchfield Pickers Market Artist Portion, vendors must adhere to the following requirements:

1. **Products:** All items for sale must be handcrafted by the registered individual, no buy/sell or retail mass marketed merchandise will be allowed. Five photographs of the type of artwork being sold, including one of booth set up, must accompany the application. Each vendor is responsible for their own display materials. All displays must, in the opinion of Litchfield Tourism and Prairie Pickers, be in good taste. The Litchfield Tourism Department and Prairie Pickers reserves the right to reject unsuitable work, displays, or signage without refund and require immediate removal and is not responsible for damage, loss or storage.



2. **Booth Size and Cost:** The width of two vertical parking spaces equal one vendor booth space. Dimensions are approximately 20'x18'. Parking lots and/or roadways will be utilized for vendor spaces. Vehicles and trailers remain parallel parked in the vendor's booth space and the vendor booth is set up on the opposite side of the vehicle toward the interior of the road/parking lot. Please make sure to purchase enough space to accommodate the length of your vehicle and trailer (with the ability to unload). If two vertical parking spaces are not long enough to accommodate the vehicle, additional vertical parking space(s) may be purchased. Please measure your vehicle to determine how much space you will need. If a vendor does not purchase the appropriate amount of space to accommodate their vehicle, they will be asked to unload and park elsewhere. There will not be any additional spaces available to purchase on the day of the event. Vendors may choose to not leave their vehicles at their space; if this is the case, you will be instructed to park in the median while you unload and promptly move your vehicle. All vendor displays and sales must be contained and conducted within the space purchased by the vendor.
 - a. The cost of an approximate 20'x18' booth space (2 vertical parking spaces) is \$30. Additional vertical parking spaces can be purchased in 9 foot wide segments (1 vertical parking space). See attached application for rates.
 - b. **Applicants will be notified of their acceptance after September 23, by either phone call, e-mail or regular mail. Application fees will not be cashed until acceptance notifications have been sent out.** The event is rain or shine, and vendor fees are non-refundable.
3. **Art & Craft Market Date:** October 13, 2019.
4. **Set-up Time:** Vendor set up begins at 6:30 AM. **All vendors must be in their space by 7:30 AM and set up by 8:30 AM.** The market hours are 9 AM to 3 PM. **Vendors must be set up for the duration of the event. For safety purposes, vehicles will not be allowed to enter or exit the event grounds during the market.**
5. **Booth Locations:** On the day of the market, vendor spaces will be assigned by a first-come basis, as well as the amount of space the vendor requests. Vendor spaces will be located in a parking lot and/or on a roadway. You will receive further arrival directions after you have been accepted into the market.
6. **Weather:** This is an outdoor market. The market will occur rain or shine. **No refunds will be given.**
7. **Supplies:** The vendor must supply his/her own tables for display, as well as tents if needed. Spaces will be on asphalt. Vendors may not drill into the asphalt. Please bring appropriate fastening and covers for tents and booths. Sales from flatbed trailers and vehicles are not permitted.
8. **Water/Electric:** Electric and water hook-ups are NOT available. Generators are not allowed.
9. **Drugs/Alcohol:** No alcohol or drugs are allowed.
10. **Cleanliness:** Vendor is responsible for maintaining space and area surrounding display. Vendor space area must be kept clear of clutter and hazards. Vendor is responsible for removal of his/her trash from the premises. No bags or containers are to be left on the premises.
11. **Promotional Materials:** Vendor agrees that there will be no distribution of literature without prior approval of the Litchfield Tourism Office.
12. **Animals:** Per City Ordinance, animals are not permitted in any area used by the market. This applies to vendors and visitors.
13. **Damages:** The City of Litchfield and event organizers are not responsible for theft, loss, damages, or bodily injury to the vendor, employees of the vendor, or customers of the vendor due to vendor negligence.
14. **Taxes:** It is the responsibility of the vendor to collect and report all State and Federal taxes. The state tax form can be found on www.VisitLitchfield.com/events under Litchfield Pickers Market, and must be submitted within 10 days of the market date.

*****Interpretation of all rules and vendor locations shall be at the discretion of the City of Litchfield Tourism Department. Please keep this portion for your records*****



October 13, 2019 Arts & Crafts Vendor Application-Litchfield Pickers Market

PLEASE PRINT LEGIBLY

Name _____
 Business Name _____
 Primary Phone: _____ Secondary Phone _____
 Address _____
 City _____ State _____ Zip _____
 Email (Used for event alerts and leads) _____
 Website (if applicable) _____

Type(s) of Media (check all that apply). **ALL VENDORS** must include 5 photographs showcasing work, including 1 of booth display, with application.

- | | | |
|---|--|--|
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Home & Garden | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Furniture | <input type="checkbox"/> Mixed Media |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Musical | <input type="checkbox"/> Other (be specific) |
| <input type="checkbox"/> Glass/Ceramics | <input type="checkbox"/> Sculpture | _____ |
| <input type="checkbox"/> Wearable Art | <input type="checkbox"/> Painting | _____ |
| | | _____ |

REQUESTED BOOTH SIZE: Please check one. If you are leaving your vehicle and/or trailer at your spot you must purchase enough space to accommodate the length and include room to unload. For example one standard vehicle or van will fit in a 20' x 18' space; trucks with trailers will need a minimum of a 30'x18' space. Please measure your vehicle. Additional spaces cannot be granted.

- _____ \$30 space-2 vertical parking spaces (20'x18') minimum
 _____ \$45 space-3 vertical parking spaces (30'x18')
 _____ \$55 space-4 vertical parking spaces (40'x18')

AMOUNT ENCLOSED _____ CHECK/MONEY ORDER # _____

Mail application package to: Litchfield Tourism, 120 East Ryder Street, Litchfield, IL 62056

Include a self-addressed stamped envelope with your application.

Please read carefully: The City of Litchfield reserves the right to limit the sale or display of any and all items deemed illegal, immoral, inappropriate or objectionable. The City of Litchfield reserves the right to close any exhibit offering such items for sale either publicly or privately on the grounds for any reason deemed to be in noncompliance with the accepted standards of the City of Litchfield.

Release of Liability: I, the undersigned, on behalf of myself and all those working with or for me, do forever discharge, release and hold harmless the City of Litchfield, Prairie Pickers, the Litchfield Pickers Market, its agents, representatives and assigns of and from any and all manner of action, suits, damages or claims whatsoever arising from any loss or damage to the person or property of the undersigned while in the possession or under supervision of the City of Litchfield, Litchfield Pickers Market and hereby consents to the enforcement of all rules of the Marketplace as set forth in this application.

 Applicant's Signature

 Date